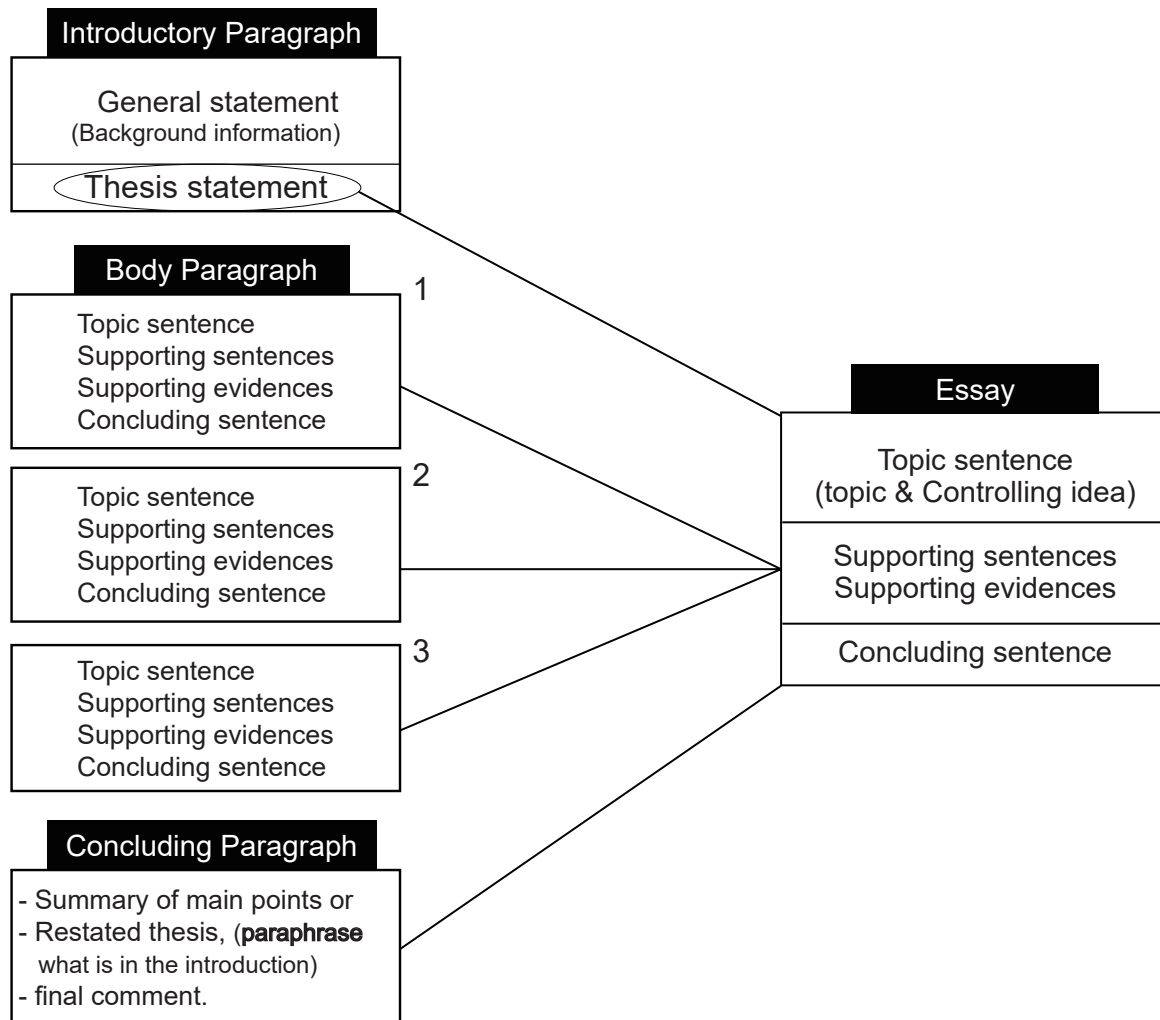




## Academic Essay Structure Worksheet for Speaking

In well-written paragraphs or essays, students present information in a logical order. Notice how the three parts of a paragraph correspond to the three part of an essay.



In an essay introduction, the writer stimulates the reader's interest gives general or background information about the topic. Then the writer presents a **thesis statement**, usually at the end of the introductory paragraph. Like the topic sentence of a paragraph, the thesis statement of an essay names the specific topic and writer's **controlling idea** about it. Each paragraph of the body develops a subdivision of the topic. The **conclusion**, like concluding sentence(s) in a paragraph, can restate the topic and controlling idea, summarize or review the main points discussed in the body, and/or present a writer's final statement about the topic.

An essay has **coherence**(logical organization) and **unity**(a focus on one topic), just as a paragraph does. Transition signals link the paragraph into a cohesive whole.

# Lesson 1

## Paragraph Worksheet for Speaking Tips

Instruction: For the teacher

Time: Only 1 minute for each student

1. A teacher should ask each student to give a 1 minute speech on the topic below.  
(Maximum is strictly limited to 1 minute)
2. Evaluate their presentation skills and give advice to improve their oral skills.
3. Students will be assessed on how well they speak in a formal situation to the public.

### TOPIC:

When people need to complain about a product or poor service, some prefer to complain in writing and others prefer to complain in person. Which way do you prefer? Use specific reasons and examples to support your answer. (120 words)

### Tips

- 1. Having a conversation in person may lead to irrational or emotional behavior.
- 2. There is a higher chance that the person who is listening may be offended if confronted in person.
- 3. Body language, facial expressions, and other non-verbal cues all convey your message.
- 4. It is more polite to deliver your message through writing.
- 5. Writing can be edited, which makes it more thoughtful.
  
- 6. First, S + V
- 7. Following this line of thinking, S + V
- 8. In other words, S + V
- 9. Lastly, S + V
- 10. To sum up, S + V

### REMEMBER:

Prepare a 7-10 sentence for a paragraph to give a speech, including  
1. a topic sentence; 2. supporting sentences; 3. a concluding sentence.

\* A paragraph is a group of sentences telling about a single idea or topic.

\* The topic sentence in English should get the paragraph started.

\* The topic sentence contains a topic and a controlling idea.

# Lesson 1

**Topic:** When people need to complain about a product or poor service, some prefer to complain in writing and others prefer to complain in person. Which way do you prefer? Use specific reasons and examples to support your answer.

Topic Sentence

Supporting Sentences

Concluding Sentences

## Writing & Speaking Report

Teacher's Signature: \_\_\_\_\_ Please make a ✓ if a student achieves this.

Marking Section	0%	40%	60%	70%	80%	90%	100%
Stay on Topic							
Attention grabbing opening							
Topic Sentence							
Controlling Idea							
Provided examples or reasons							
Fluency/Speed							
Vocabulary							
Spoke out Loud (Said Your Words Clearly)							
Eye Contact							
Pronunciation							
Teacher's Comment							